

THE CIRCUIT COURT FOR CALVERT COUNTY  
Office of the Court Reporter Coordinator  
175 Main Street, Prince Frederick, MD 20678  
Email: [Stephanie.lewis@calvertcountymd.gov](mailto:Stephanie.lewis@calvertcountymd.gov)  
Phone: 410-535-1600 ext. 2419

**REQUEST FOR COPY OF AUDIO RECORDING**  
(PC compatible only)

Date: \_\_\_\_\_

To: **Stephanie Lewis, Court Reporter Coordinator**  
**The Circuit Court for Calvert County**  
**175 Main Street, Courthouse**  
**Prince Frederick, Maryland 20678**

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_  
(Only One Case Number Per Form)

Date(s) of Proceedings: \_\_\_\_\_ Judge/Magistrate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Are you a party or an attorney representing a party in this case? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Except for proceedings closed pursuant to law, as otherwise provided by rule, or as ordered by the court, Maryland Rule 16-504 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person. **THIS MEDIA IS AN OFFICIAL COPY OF THE ABOVE-REFERENCED PROCEEDINGS IN THE CIRCUIT COURT FOR CALVERT COUNTY. ONLY TRANSCRIPTS PREPARED BY THE COURT REPORTING SERVICES OFFICE OR AT ITS DIRECTION ARE DEEMED THE OFFICIAL RECORD.**

\*Signature of the Requestor: \_\_\_\_\_  
(Signature required for request to be processed)

**Note:** Official CDs generated from the original master recording are provided for listening purposes and verification of testimony only. They may not be used as the official court record in the place of a transcript. Transcripts cannot be produced using CDs. Only transcripts prepared and certified by the Court's approved transcriptionists are deemed official and can be admitted as evidence. Audio recordings are **\$25.00 per CD. Payment in full must be received before your order is processed.** We accept cashier's checks or money orders made payable to Calvert County Treasurer. **We cannot accept credit cards.** Completed orders left in this office longer than **30 days** will be destroyed and your payment will be forfeited.

**FOR OFFICE USE ONLY**

DATE REQUESTED \_\_\_\_\_ DATE CD PRODUCED \_\_\_\_\_ INITIALS OF EMPLOYEE \_\_\_\_\_  
DATE OF PAYMENT \_\_\_\_\_ DATE PICKED UP \_\_\_\_\_ NAME OF PERSON \_\_\_\_\_